



Job Posting

INTERNAL AUDITOR

Application Process:

Applications accompanied by Curriculum Vitae with at least three (3) reference should be submitted no later than July 12, 2019.

The General Manager
Dominica Agricultural Industrial and Development Bank
P.O. Box 215
Cnr. Charles Avenue & Rawles Lane
Roseau
COMMONWEALTH OF DOMINICA

Envelopes should be marked "CONFIDENTIAL Application for the position of **Internal Auditor**"

Or email: hr@aidbank.com



DOMINICA AGRICULTURAL INDUSTRIAL AND DEVELOPMENT BANK

ANNOUNCEMENT OF VACANCY

Applications are invited from suitably qualified individuals for the position of:-

Internal Auditor

The Internal Auditor is responsible for the performance of the audit activity and the timely execution of risk-based internal audits in accordance with the approved annual audit plan. The Internal Auditor must develop tactical and strategic objectives which align to the Bank's objectives in evaluating accounting, financial, credit, and other operations activities. The Internal Auditor is accountable for evaluating the controls in place to mitigate the risks identified in order to improve the effectiveness of risk management, control, and governance processes.

Main Responsibilities

- To conduct audits, make recommendations for improvement and follow-up on the implementation of recommendations.
- To conduct periodic and ad hoc investigations
- To prepare audit reports and preserve documentation from audits
- To provide continuous training to the Finance and Audit Committee

Education and Experience:

- i. First degree or equivalent in Accounting, Auditing, Finance or a Business related subject
- ii. Professional Certifications in Auditing (CIA, CFSA, CRMA, CGAP, CISA) or Accounting (ACCA, CPA, CGA) will be an asset
- iii. Five years' experience in Auditing, Quality Assurance, Bank Examination or related experience

Knowledge and Skills:

- i. Extensive knowledge of and skill in applying internal auditing principles and practices, management principles and preferred business practices.
- ii. Extensive knowledge of the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics promulgated by the Institute of Internal Auditors and of Government Auditing Standards.
- iii. Considerable knowledge of information technology terminology, concepts and practices.
- iv. Extensive skills in conducting quality control reviews of audit work products.

- v. Extensive skills in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
- vi. Extensive skills in planning and project management and in maintaining composure under pressure while meeting multiple deadlines.
- vii. Extensive skills in negotiating issues and resolving problems.
- viii. Extensive skill in effective verbal and written communications, including interpersonal and active listening skills, and skill in presenting findings and recommendations.
- ix. Ability to establish and maintain harmonious working relationships with the internal audit team, management and staff and external contacts, and to work effectively in a professional team environment.
- x. Ability to adapt to the shifting demands and expectations place upon the industry
- xi. Ability to effectively present information to top management and/or Board of Directors.
- xii. Accessibility and willingness to act as an objective source of independent advice to ensure validity, legality, and achievement of goals.
- xiii. High degree of aptitude regarding attention to detail
- xiv. Excellent analytical skills.
- xv. Excellent communication and interpersonal skills
- xvi. Excellent customer service skills
- xvii. Proficiency in Microsoft Office Suit

Compensation Package

A negotiable salary commensurate with the qualifications and experience. The position will be on a contractual basis.

Applications stating qualifications and experience with the names and addresses of three (3) referees should be sent to the address below to reach no later than July 12, 2019.

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